

1 August 1980

Revision No. 7: Agency Financial System User Manual

SUBJECT : New or revised pages

The Agency Financial System User Manual is revised as listed below. The old pages that are removed can be destroyed. In cases where a revised page is back-to-back with a page that is not revised, the unrevised page has been re-printed to facilitate removal and insertion of User Manual Pages.

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>EXPLANATION</u>
19 & 20	19 & 20	To change the name on Agency Codes 089, 024, and 067. To add Agency Code "095".
23a 23b	23a 23b	To add cover code 19. To add cover code 44.
27 28	27 28	No change. To delete C Expenditure Code.
29 30	29 30	Revised Description for M - YR. To show length of field for Tenure of Funds.
31 32	31 32	To delete "MED" as a Type of Advance. No change.
33 34	33 34	No change. To change block numbers for Forms 540 & 540b.
35	35	To add "FIT" as requiring a Due Date. To delete "MED" from remarks of item 11, Who. To add remarks about items 9, 13, and 14 requiring blocks 5, 6, & 9 on Forms 540 and 540B. To change block numbers on Forms 540 & 540b.
36	36	To add in remarks on item 16 about CONIF. To change in remarks on item 20 about Agency Code and delete "C" expenditure. To change block numbers on Forms 540 & 540b.
37 38	37 38	No change. To add "FIT" as requiring a Due Date. To delete "MED" from remarks of item 11, Who.
39	39	To show length of field for Tenure of Funds as 2-4-6. To change in remarks on item 20 about Agency Code and delete "C" expenditure.
40	40	To add "FIT" as requiring a Due Date.

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>EXPLANATION</u>
41	41	To delete 'MED' from remarks of items 6-Who. To change remarks on items 14 and 15.
42	42	
43	43	To add Form 2420. To add 'FIT' in remarks for item 5. To delete 'MED' from item 6 in remarks. No change.
44	44	
45	45	To change remarks on item 15. To add Form 2420. To add 'FIT' as requiring a Due Date. To delete 'MED' from the remarks of item 6-Who.
46	46	
47	47	No change. To change remarks for item 15, Agency Code.
48	48	
49	49	No change. To add Form 2420.
50	50	
51	51	To add Form 3782.
61	61	No change. To add T/C 125 and 126 data.
62	62	
63	63	To change T/C 148 to debit GL 3414. No change.
64	64	
65	65	No change. To change T/C 184 to debit GL 3414.
66	66	
67 & 68	67	No change. To add new T/Cs 199, 200, 201, 202, 203, and 204.
	67a	
	68	No change.
74	74	No change. To modify the description on the Action Code and Activity Number.
75	75 & 75a	
77	77	To add a statement about a slash in the description of description. To delete expenditure code C. Ref: OFN 11-79. To add Fiscal Year edit.
78	78	
81	81	To show the length of field for Rates a4-8. To add statement about no ALPHA in the sequence number. To add statement about Office in the description of Station Code. To add edit for tax area code.
82	82	

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>EXPLANATION</u>
83	83	To modify edit on Tax Year. To add edit for T/A date. To modify statement in description of T/A number.
84	84	To indicate length of field for Units is 4-13. To add statement on Vendee Number about no ALPHA character allowed. To add voucher number second-digit codes.
95	95	To add Forms 22 and 606.
96	96	No change.
97	97	To change block number on Form 540b.
98	98	To add Form 22.
99	99	To add statement "Except Medical".
100	100	To add statement "Except Medical".
101	101	To add statement "Except Medical".
102	102	To add statement "Except Medical". To add Forms 22 and 606.
105	105	To add Form 22.
106	106	No change.
107	107	No change.
108	108	To show the office on the ORN as 88.
109	109	To add statement "Except Medical". To add Form 606.
110	110	No change.
111	111	No change.
112	112	To add statement "Except Medical". To add to T/C 021 an optional description if used will override the data base What field.
133	133	To add Form 22.
134	134	No change.
147	147	No change.
148	148	To add Form 22.
149	149	No change.
150	150	To add Form 22.
151	151	To add statement "Except Medical".
152	152	To add statement "Except Medical".
153	153	To add statement for GTR number. To add statement "Except Medical".
154	154	To add Forms 22, 1822, and 3870. To add statement "Except Medical".

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>EXPLANATION</u>
189	189	No change.
190	190	To add in remarks about Office 88 or 89 on ORN.
191	191	To add in remarks about Office 88 or 89 on ORN.
192	192	No change.
193	193	To show length of field on G.L. 1104 for Units and Rate.
194	194	To add in remarks section on G.L. 1126 about debits on Account Code.
197	197	To add on T/C 099, Office as an input data element.
198	198	To add in remarks about Office 88 or 89 on ORN.
207	207	No change.
208	208	To allow on T/C 110 the input of two separate office data elements - one for G.L. 3401 and one for G.L. 1903.
215	215	No change.
216	216	To allow on T/C 118 the input of two separate office data elements - one for G.L. 3401 and one for G.L. 1903.
245	245	No change.
246	246	T/C 148 was changed to debit G.L. 3414 in lieu of G.L. 1105 for clearing jury duty or terminal leave which had been previously collected and recorded in G.L. 3414 as a credit.
251	251	No change.
252	252	To add in the remarks section that the Treasury Activity code will be 4.
253	253	No change.
254	254	To change in the remarks section C & TD to CD.
279	279	No change.
280	280	To add in the remarks section that the Fiscal Year must be "GG" and the Allotment Code must be "7."
281	281	To add in the remarks section that the Fiscal Year is not "GG" and the Allotment Code is not "7."
282	282	To show that T/C 184 was changed to debit G.L. 3414 in lieu of G.L. 1921 for the Payroll disbursement voucher.
285	285	No change.
286	286	To add in the remarks section that the Fiscal Year must be "GG" and the Allotment Code must be "7."

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287	287	To add in the remarks section that the Fiscal Year is not "GG" and the Allotment Code is not "7."
288	288	In the remarks section about Project Number, to change DDI to NFAC.
289	289	In the remarks section about Project Number, to change DDI to NFAC.
290	290	No change.
291	291	To add Office as a new input data element to T/C 193.
292	292	To add statement in remarks section about expenditure code "C."
	294c	To add new T/C 199.
	294d	To add new T/C 200.
	294e	To add new T/C 201.
	294f	To add new T/C 202.
	294g	To add new T/C 203.
	294h	To add new T/C 204.
295	295	No change.
296	296	To add length of field for Rates and Units.
297	297	No change.
298	298	To add statement on G.L. 1126 about what to do if items 4 and 5 are not used.
301	301	To delete G.L. 1414 from accounts needing an ORN.
		To add the new data for G.L. 1414.
302	302	No change.
319	319	No change.
320	320	To add statement (in remarks) about optional description on G.L. 4221.
321	321	To delete G.L. 4241 from T/C 300 because it is not to be used with T/C 300.
322	322	No change.
335	335	To show length of field for Rates and Units.
336	336	To show length of field for Check Number.
341	341	No change.
342	342	To add Form 1822 as a source document.
343	343	To show the length of field for Rates and Units.

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>EXPLANATION</u>
347	347	To show in the coding area the number 3 as the Treasury Activity Code.
348	348	No change.
355	355	No change.
356	356	To state that for Medical Advances use another transaction code.
359	359	No change.
360	360	To add to T/C 801 the input data element "Description" as an optional data element.
361	361	To add to T/C 802 the input data element "Description" as an optional data element.
362	362	To update page for coding of Schedule E, T/C 900.
363	363	To update page for coding of Schedule E, T/C 900.
364	364	To update page for coding of Schedule D, T/C 901.
369	369	No change.
370	370	To list Form 22 as a form to use.